

Reorganization Answers to Frequently Asked Questions

See below for answers to frequently asked reorganization questions. This document will be updated as needed.

Q. What type of order is required for a reorganization?

Reorganizations require either an Executive Order, an Administrative Order, or a combination of the two. Executive Orders are required to reorganize at the Division, Department, Office, or Cabinet level. Administrative Orders are required to reorganize at the Branch, Section, or Unit level. If the reorganization impacts any level requiring an Executive Order, and also any level requiring an Administrative Order, then both orders are necessary.

Q. What is the agency's first step to initiate the reorganization process for an Executive Order?

Prior to preparing any paperwork, the agency must first obtain approval from the Secretary of the Governor's Executive Cabinet to reorganize. Typically, the Cabinet Secretary or designee will email or call the Secretary of the Governor's Executive Cabinet providing a brief summary of the request. While detailed information in this initial email is not necessary, the Governor's Office would want to be aware of any organization establishments or abolishments, number of employees impacted, and if the reorganization would result in the elimination of any filled positions.

Q. What is the agency's first step to initiate the reorganization process for an Administrative Order?

Once the agency has clearly determined that the reorganization will not impact any organizational units at the Cabinet, Office, Department or Division levels, then the agency can proceed with completing the Reorganization Planning Worksheet and emailing to the Personnel Cabinet at Pers.Reorg@ky.gov. Upon receipt, the Personnel Cabinet will notify OSBD and set up the planning meeting with the Reorganization Team.

Q. What determines the effective date of a reorganization?

The effective date of a reorganization is determined based on the overall scope (number of structures to be established or abolished), and size (number of positions involved) of the reorganization. The Personnel Cabinet will give a potential effective date following the initial meeting with the agency.

Q. What documents should the agency have prepared for review in the initial reorganization meeting?

The agency should provide a draft of the Order (Executive and/or Administrative), Reorganization plan, and the current and proposed organizational charts. Additional forms to accompany these documents will be discussed at the initial meeting.

Q. Where can I find the KHRIS personnel forms for the reorganization packet?

The Personnel Cabinet will discuss the KHRIS Personnel forms during your initial meeting as relating to your proposed reorganization. Following the meeting, the Personnel Cabinet will finalize the documents and send to the identified Agency Reorganization Chief via email.

Q. Who will be the Personnel Cabinet contact for an agency reorg?

The initial meeting with the agency and the Personnel Cabinet will include the assigned team members for your reorganization. Your PC contact will be identified at that meeting.

Q. How will I know when the various components of the reorganization process will be due?

A detailed timeline for completion of all steps in the reorganization will be developed and made available to the agency. The tentative timeline will be discussed during the initial meeting, and the final timeline

will be provided to the agency in the follow-up email. This timeline will be used as a checklist for all parties to ensure each task is completed. Failure to adhere to the deadlines provided within the timeline may delay or extend the effective date of the reorganization.

Q. *If positions are eliminated due to the reorganization, how does an agency decide where employees go after the reorganization?*

It would depend on the situation, and the Personnel Cabinet can offer guidance for each situation.

Q. *We need to establish two new positions in the new organizational structure. How do I list this on the Position From/To spreadsheet?*

Only existing positions are listed on the Position From/To. New position establishments must be completed using the KHRIS establishment action form. This step will be identified on the provided reorganization timeline as a post-reorganization process.

Q. *What happens to an employee serving as an Administrative Section Supervisor or Administrative Branch Manager when the organization structure in which they serve is abolished?*

The employee is moved in their current classification to a new structure in the organization. The employee should be reclassified to a classification appropriate to their new duties within two weeks of the effective date of the reorganization.

Q. *Where, in the reorganization packet, do we indicate that we would like to reclassify an employee?*

The Reorganization Plan, the Checklist of Changes and the Position From/To should denote any position that will be reclassified. The reclassification will be completed using the KHRIS reclassification action form and will be identified on the provided reorganization timeline as a post-reorganization process.

Q. *Can I rename a structure to better identify the functions of the organization, or do I need to abolish the old structure and establish a new one?*

Yes, a structure can be renamed as long as the functions of the structure do not change. If the functions of the structure are changing, you will need to abolish and establish a new structure.

Q. *Does a reorganization create new positions numbers?*

No, a reorganization occurs by moving current positions into new organizational structures. If any new positions are necessary as a result of the reorganization, the agency will need to process establishments following standard KHRIS procedures, once the moratorium has been lifted. This step will be identified on the provided reorganization timeline as a post-reorganization process.

Q. *If I am only renaming an organizational structure, do I need to list the employees in the structure on the Position From-To spreadsheet?*

No. Only positions that will be moving to a new organizational structure should be listed on the Position From/To spreadsheet.

Q. *Must all positions (filled and vacant) be accounted for on the Position From/To spreadsheet?*

Yes, all positions in any organizational units included in the reorganization must be accounted for on the Position To/From document.

Q. *Our reorganization is consolidating two branches. Can I have two positions assigned as Chief in this new branch?*

No, there can only be one Chief position per organizational structure. If two branches are consolidated, the previous Chiefs, possibly branch managers in this situation, would need to be reclassified down to positions within the newly established branch. The branch manager position should be posted, as a post-

reorganization process. The individuals can apply to the posting for consideration, and interview for the vacancy.

Q. Our reorganization will create new Cost Center numbers. How do I get these new numbers placed in KHRIS?

In order to establish new Cost Centers, the agency would need to complete the **KHRIS FICO-Cost Center Request Form**. This form can be found on the Personnel Cabinet HR website, under [Forms & Associated Documents](#).

Q. Our reorganization will create new Order numbers. How do I get these new Order numbers placed in KHRIS?

New Order numbers must be created in eMARS prior to processing the reorganization in KHRIS. The new order numbers will be received by KHRIS via a nightly interface from eMARS. This step will be identified on the provided reorganization timeline.

Q. Our reorganization will create new WBS Elements. How do I get these new WBS Elements placed in KHRIS?

In order to establish new WBS Elements, the agency would need to complete the **KHRIS FICO-WBS Request Form**. This form can be found on the Personnel Cabinet HR website, under [Forms & Associated Documents](#).

Q. Where do I get organization numbers for a new establishment?

The Personnel Cabinet will provide you with new organization numbers. This information will be provided to the agency in the reorganization meeting follow-up email, after the full scope of the reorganization has been discussed.

Q. Will there be a freeze on personnel actions during implementation of the reorganization?

There will be processing moratorium for personnel/position actions. These dates will be discussed with you during the initial meeting and referenced on the reorganization timeline.

Q. Does the processing moratorium imply that we can only process actions effective prior to that date?

No, the moratorium has been established to ensure the worklist is completely clear and no additional changes are in process at the time the mass reorganization is uploaded. The agency is provided a tracking form for the agency to log any new actions received after the moratorium, effective prior to the reorganization. Upon submission to the Personnel Cabinet on the specified date, the necessary employees will be marked off of the mass upload, and the agency will then be permitted to process the actions. Once all actions are approved, the Personnel Cabinet will follow up and process the remaining reorganization actions. This process will be discussed in the initial meeting, and the necessary tasks will be included on the provided timeline.

Q. We were provided our reorganization effective date and told that we could only process actions that are effective prior to the reorganization. Do we simply process actions by looking at the effective date?

Not exactly. Any action with a system effective date that falls before the reorganization effective date can be processed until the moratorium date designated on the timeline. Additionally, separations, retirements, reversions, and leaves without pay effective on the reorganization effective date can be processed until the moratorium. These actions can be included in pre-processing because, on the day of the reorganization, the employees will not be in the impacted positions.

Q. How do I submit a correction for a reorganization action?

In order to submit a correction, the agency will need to complete the **Reorganization Correction Spreadsheet** for individual actions and submit to the Personnel Cabinet via Business Request.

Q. Does my agency have to do anything after the reorganization is fully implemented?

If the reorganization involves an Executive Order, your agency must arrange for a legislator to pre-file legislation for the next General Assembly to ratify the reorganization.

Q. Can a reorganization bill be filed during a special session of the legislature?

No, a special session can only take up the cause that the Governor outlined in the call for the session. It would be very unlikely that a special session would be called for a reorganization.

Q. What happens if I want to change the organization again before the bill has been ratified?

Reorganization requests can only happen between July and December, so it would be highly unlikely this would happen. If the need should arise, we would likely wait for the outcome of the bill; however, the agency may get the bill sponsor to include an amendment.

Q. What happens if my agency's reorganization is not ratified?

If the reorganization is not ratified, your agency reverts to the former organizational structure 90 days after sine die, unless another reorganization is completed with an effective date prior to the 90 day period following adjournment.

Q. What is sine die?

Sine die ("without a day") is the last day of the legislative session when the legislature adjourns without a date for a future meeting.

Q. Can sine die change from year to year?

Yes, the General Assembly sets the legislative schedule. In odd number years, the legislative session is shorter. The longer session is held in even numbered years.

Q. On a non-ratified reorganization, do the documents refer back to the previous reorganization or to the last ratified reorganization?

On a non-ratified reorganization, the plan and orders will refer back to the last ratified structure; however, the KHRIS Personnel forms will refer to the current operating structure.